

Introduction

<i>Purpose</i>	This policy manual has been designed to provide a ready reference to state-level policies and procedures on information technology (IT). This policy manual contains the official directives established by the Washington State Information Services Board (ISB) and the Department of Information Services (DIS). IT policies apply to all executive and judicial branch agencies of state government. Implementation of these procedures varies depending on specific situations. The introduction to each policy in this manual specifies the conditions under which the procedures apply.
<i>Authority</i>	RCW 43.105 gives broad authority for IT planning and acquisitions to the ISB and gives implementation authority to DIS. All policies in this manual have been adopted as statewide policies by the ISB and apply to all agencies of the executive and judicial branches of state government .
<i>Distribution</i>	Manuals are provided by the Policy and Regulation Division (PRD) of DIS to each agency of state government. Each agency will receive at least one manual with an additional manual at no direct cost for each 50 IT employees. Please call 902-3549 for distribution.
<i>Maintenance</i>	Updates to this policy manual will be provided periodically to all manual holders by PRD. When all sections have been completed, the policy manual will replace the existing Data Processing Authority (DPA) policies, standards, and guidelines. The DPA issued directives will remain in effect until officially abolished or replaced.
<i>Coordinator Assignments</i>	PRD has assigned coordinators to assist agencies in their planning and use of IT. The coordinator assignments are contained in the appendix.
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